



Human Resources

DATE POSTED: June 8, 2005

REQ. # 05-136

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 06-08-2005 TO 06-14-2005, but will remain open until filled.

DEPARTMENT/DIVISION
CULTURAL AFFAIRS

POSITION AVAILABLE
DIRECTOR

OF OPENINGS
1

STARTING SALARY
\$52,917.28 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 919
PAY GRADE: EX1
SALARY : \$52,917.28 - \$85,546.03
DIRECTOR OF CULTURAL AFFAIRS

MAJOR FUNCTION: This is a responsible administrative position requiring planning, organizing, directing, coordinating and promoting a comprehensive cultural program for St. Lucie County. This position reports directly to the County Administrator.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: Coordinates with the Finance Committee in preparation of the annual budget for submission to the Board of Directors. Represents the organization in all dealings with individuals, the general public and national, state and local organizations. Administers the Culture Affairs Council of St. Lucie County in accordance with policies bylaws and personnel procedures and regulations by the Board of Directors. Coordinates daily business operations including supervising or implementing bookkeeping accounts payable and receivable, check writing, purchasing and financial budget management. Maintains personnel and volunteer records. Maintains the council's membership roster and members dues status. Researches and writes grant applications, reports and contracts. Administers projects in a manner consistent with Cultural Council's policies and directives. Documents in-kind contributions. Provides art consultant services to cultural organizations, community group and individual artists who wish to become involved in art projects, festivals exhibits displays or productions. Prepares and disseminates all communications with the members and the community. Records and transcribes board minutes as approved after approval by the secretary of the cultural council. Prepares and presents monthly written progress reports and annual reports to the Board of Directors. Participates in community arts and cultural programs as requested. Must have the ability to establish and maintain effective working relationships with the public and fellow employees. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination and good hearing. Occasional walking and frequent sitting/standing. Ability to travel within and outside the state.

ENVIRONMENTAL CONDITION REQUIREMENTS: Road conditions related to travel.

WORK HAZARDS: Constantly work with computer.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Bachelor's Degree from an accredited college or university with major course work in Arts Management, Liberal Arts and/or Business Administration. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Experience in Arts Administration Management and government funding are preferred. Experience in Public Affairs, Marketing and Public Relations preferred. Ability to communicate clearly with others in a wide range of government, business and social situations.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida drivers license and a good driving record is required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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